



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Assistant Airport Superintendent
Posting Number	PN# 109489
Department	Houston Airport System
Division	William P. Hobby Airport
Section	Airfield and Grounds
Reporting Location	7800 Airport Blvd. *
Workdays & Hours	Shift work, including rotation, weekends and holidays*
*Subject to change	

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Assists in supervising all activities concerning runway maintenance and grounds keeping. This includes the coordination and assignment of special work orders, review of purchase requisitions, monitoring work areas for safety and productivity and assisting supervisors with their planning and scheduling. Participates in financial planning and functions within budgetary constraints. This includes supervising Airport Supervisors and employees in the section.

WORKING CONDITIONS

Performing these duties will involve: observing and differentiating details; operating city vehicles; walking and standing for extended periods; solving arithmetic and numerical problems, making visual observations of workplace conditions, working in hot, cold, and noisy environments; working outside during inclement weather; dealing with people in tense situations; and working as a member of the team. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Associate's degree or certification /licensing in a technical specialty program of over eighteen (18) months and up to three (3) years in duration.

MINIMUM EXPERIENCE REQUIREMENTS

Five (5) years of progressively responsible experience in airport operations and/or maintenance are required, preferably with at least two (2) years in a supervisory capacity. High School diploma and seven (7) years of responsible experience in airport operations and/or maintenance, preferably with at least three (3) years in a supervisory capacity, may be substituted for the above requirements.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with City's policy on driving (AP 2-2).

PREFERENCES

Knowledge of airport maintenance and procedures and policies: some knowledge of management, administrative and purchasing practices and procedures. Knowledge of personnel actions such as hiring, terminations, training, and related functions. Ability to communicate effectively, both orally and in writing. Ability to motivate, and manage subordinates and to establish and maintain an effective relationship with airport tenants, government officials and the public.

SELECTION/SKILLS TEST REQUIRED

The selection process will involve application review, work sample exercise and/or interview.

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 22	
\$1,516.00 - \$1,755.00 Biweekly	\$39,416.00 - \$45,630.00 Annually

OPENING DATE MARCH 22, 2006

CLOSING DATE MARCH 28, 2006

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or for advanced consideration submitted online at:

<http://agency.governmentjobs.com/houstonair/default.cfm>

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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